

HOUSE OF REPRESENTATIVES



PAT FALLON

DISTRICT 106

Position Available: Legislative Internship

Location: Austin

Salary: Unpaid

Hours: Flexible

Job Description

The office of State Representative Pat Fallon is seeking highly motivated, energetic, and organized individuals interested in gaining experience in the legislative process and assisting in day-to-day operations at our Capitol location. This internship will provide individuals with a unique look into the Texas Legislature and offer them valuable hands-on experience in state government.

Preferred Qualifications

- Be currently enrolled as an undergraduate or graduate student or have graduated with an undergraduate or graduate degree
- Friendly and energetic
- Strong written and verbal communication skills
- Strong organizational skills

Job Duties

- Answering phones and greeting visitors
- Opening/distributing mail to staff
- Managing/maintaining legislative and constituent databases
- Assist with constituent casework
- Perform other administrative tasks and other duties as assigned

Application

Please send a current resume and availability to Nicholas Wat at Nicholas.Wat@House.Texas.Gov. Qualified candidates will be contacted to set up an interview.

Deadline

Until filled.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you required reasonable accommodations during the application process, please call the House Personnel Office at (512) 463-0865.



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